

## Fresh Products Branch Directive

FPB-617  
6/28/96

### INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR INSPECTION (FV-237)

I. PURPOSE

This directive is to set policy and provide instructions for completing and filing form FV-237, Application for Inspection

II. REGULATIONS

According to our regulations, an application for inspection service may be filed in an office of inspection or with any inspector. It may be made in writing, orally, by telephone, the inspector may require that it be confirmed in writing or by facsimile.

III. POLICY

The FV-237 shall always be completed and attached to the certificate file copy and its notes. EXCEPTION: When an inspector at a one grader market personally receives a request from an applicant while on-site at the location of the inspection, it will not be mandatory to complete a form FV-237. However, the inspector must record this information on the back of the FV-300 notesheet: 1) date; 2) time request is made to the nearest 5 minutes ; and, 3) who request the inspection.



Larry B. Lace  
Branch Chief

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